

Position: Administrative Assistant I / Permit Technician (full-time)

Salary: \$42,694 – 53,368

Closing Date: Open until filled by qualified applicant

Beginning Date: As Soon as Possible

Reports to: Building Code Official (primary) / Director of Planning & Zoning

Responsibilities include general office duties such as preparing correspondence, handling travel arrangements, answering and routing phone calls, establishing and maintaining files, purchasing office supplies, general office management, and processing zoning applications, including data/fee collection. Also acts as administrative assistant to Planning/Zoning Boards which requires minute/note taking at monthly meetings (typically in the evening).

Experience is necessary in standard office methods and record keeping. Must have general knowledge of County geography, road systems, landmarks, zoning principles and working knowledge of PC applications. Must be able to communicate courteously and effectively with the public in oral and written form.

- Permit Technician certification required within one (1) year of employment start date
- High school education or GED equivalent is required.
- Must possess and maintain a valid and unrestricted Virginia driver's license with an acceptable driving record

Interested persons are to submit a completed application to Nelson County Department of Human Resources, P.O. Box 336, Lovingson, VA 22949 or to Judy Seraphin at jseraphin@nelsoncounty.org. (434) 263-7139.